



PHILADELPHIA REDEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

Asphalt Maintenance, Repair and Replacement

JUNE 3, 2016

**Contract Opportunity for
Asphalt Maintenance, Repair and Replacement**

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1. Introduction/Scope of the Work

The Philadelphia Redevelopment Authority (“PRA”) invites proposals from qualified, licensed and experienced Independent contractors for Asphalt Maintenance, Repair and Replacement for various publically-owned properties throughout the City of Philadelphia. The selected firm will enter into a “Master” Professional Services Contract with the PRA for one year. During this time the PRA will request services from the selected firm for various projects, on an as-needed basis.

2. Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	June 3, 2016
Questions and/or Requests for Additional Information Due	June 15, 2016
Proposals Due	June 21, 2016
Respondent(s) Selected	June 24, 2016
Contract Executed	July 15, 2016

These dates are estimates only and the PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

3. Proposal Requirements/Proposal Fee Sheet

Proposal Requirements:

- The names of individuals performing the work, briefly describe each individual’s role, include a resume for each individual, and indicate an hourly rate for each (the contract will be on a time and materials basis).
- Anticipated roles of all personnel assigned to this project.
- Three examples of recent work that is similar in nature.

Proposal Fee Sheet:

- Cost for 2-inch asphalt, with 4- inch aggregate base \$_____per sq. foot
- Cost for 4-inch asphalt ,with 4-inch aggregate base \$_____per sq. foot
- Cost of 1-1/2-inch asphalt mill and overlay \$_____per sq. foot
- Cost of 2-1/2-inch asphalt mill and overlay \$_____per sq. foot

4. Evaluation/Selection

The PRA intends to award a contract to applicants who demonstrate the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. The successful respondents will be willing to work pursuant to PRA's contract terms and conditions which include – without limitation – non-discrimination requirements, indemnification of the PRA, insurance coverage in accordance with the requirements indicated in Attachment “A” and cost principles. The successful respondents will execute a contract with the PRA. The PRA reserves the right not to award contracts as a result of this RFP, or to award contracts for part of this scope.

The PRA will be guided by the following criteria in making a selection for award, and will use its professional judgment in determining which respondents best serve the interests of the PRA:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of the PRA.
- Superior prior experiences of various scales; demonstrated relative strength, reputation and successful experience providing services.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.
- Compliance with PRA standards for contracting, such as indemnification and non-discrimination.
- Competence and proven track record working with private sector, governments and development organizations.
- Administrative and operational efficiency, requiring less PRA oversight and administration.
- Demonstrated ability to meet timelines and milestones.
- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

5. Declarations and Other Information

MBE/WBE/DBE Firms: The PRA strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services. If applicant is a Certified M/W/DBE, defined as Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DSBE); please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Respondents, upon request of the PRA, must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual applicant and the applicant's firm and neither is currently indebted to the City; will at any time during the term of the agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment B) and submit it with your proposal.

Campaign Contribution Disclosure Forms: Please complete the applicable disclosure forms (Attachment C) and submit with your proposal.

Insurance Requirements: Please submit a certificate of insurance evidencing the required coverages as outlined in Attachment A with your proposal.

Reservation of Rights

By submitting a proposal in response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PRA may exercise in its sole discretion the following rights; and (iii) the PRA may exercise the following rights at any time and without notice to any Applicant:

1. to reject any and all proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;
9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if the PRA determines that the proposal does not conform to the specifications of this RFP;
12. to rescind a selection prior to contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of a proposal was not in conformity with law or with the legal obligations of the PRA;
13. in the event a contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the contract liability insurance in an amount to be determined prior to the award of any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA;
15. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA; and
16. each Applicant agrees to indemnify, protect and hold harmless the PRA from any and all losses, injuries, expenses, demands and claims against the PRA or the City of Philadelphia sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

6. Application Process

Applicants must submit **2 original copies of the proposal to the PRA no later than June 21, 2016, 3:00 PM**; absolutely no proposals will be accepted after that time.

An applicant, whether an individual, partnership, LLC, non-profit, for profit or other business entity, may submit only one response to this RFP. Individuals that are related to each other or business entities that are legally related to each other or to a common entity may not submit separate proposals. The PRA, in its sole and absolute discretion, retains the right to reject any proposal where: 1) applicants or principals of applicants are substantially similar or substantially related parties; or 2) the PRA has determined that the applicant has violated these conditions or the spirit of these conditions.

Applicants may hand deliver or send proposals via registered mail to:

Robert M. LaBrum
Director, Design and Construction
Philadelphia Redevelopment Authority
1234 Market Street, 16th Floor
Philadelphia, PA 19107
Phone: 215-209-8763

Contact for Additional Information

All questions and requests for additional information should be directed in writing to Robert M. LaBrum, at Robert.labrum@pra.phila.gov. Questions will only be accepted until **June 15, 2016**.